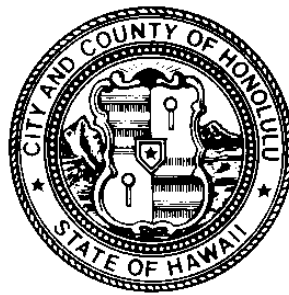


**GENERAL SAFETY
TAILGATE LESSON PLAN**

Safe Lifting Procedures



CITY AND COUNTY OF HONOLULU
DEPARTMENT OF HUMAN RESOURCES
Division of Industrial Safety and Workers' Compensation

TO: SUPERVISORS

FROM: INDUSTRIAL SAFETY BRANCH

The following information has been prepared for tailgate sessions with your employees. Discuss this topic with each of your workers within two weeks from the date you receive this. Keep this instruction sheet for future sessions and as reference material. Also keep a record of your employees who have received this tailgate lesson.

There are 3 reasons for most back injuries:

1. **Size of the load** - load may be more than your back can handle. Never underestimate the size of a load.
2. **Amount of strength** - know what you can lift safely. Never overestimate your strength.
3. **How you lift** - lift the wrong way, twist instead of turn, get into awkward positions and use quick, rough, movements, and you'll strain your back. Lift the proper, safe way every time.

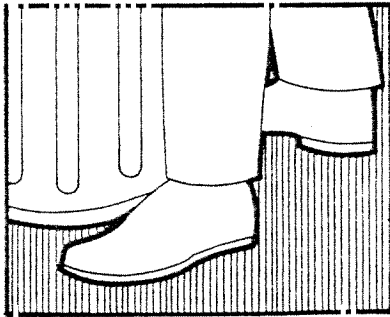
When performing lifting tasks, follow these basic rules:

1. First, test the weight of the load by tipping it. If in doubt, ask for help. Do not attempt to lift a heavy load alone.
2. Take a good stance. Plant your feet firmly with legs apart, one foot farther back than the other. Make sure you stand on a level area with no oil spots or loose gravel, etc.
3. Get a firm grip. Use as much of your hands as possible, not just your fingers.
4. Keep your back straight, almost vertical. Bend at the hips if you bend.
5. Hold load close to your body. Keep the weight of your body over your feet for good balance.
6. Use large leg muscles to lift. Push up with the foot positioned in the rear as you start to lift.
7. Lift steadily and smoothly. Avoid quick, jerky movements.

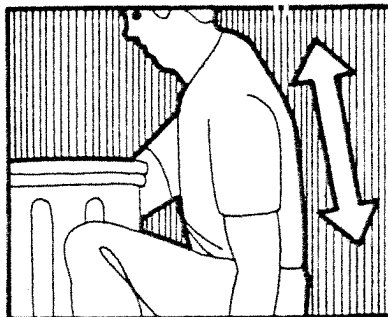
8. Avoid twisting motions. Turn the forward foot and point it in the direction of the eventual movement.
9. Never try to lift more than you are accustomed to.
10. Always get help when you have to lift bulky loads.

LIFTING PROCEDURE

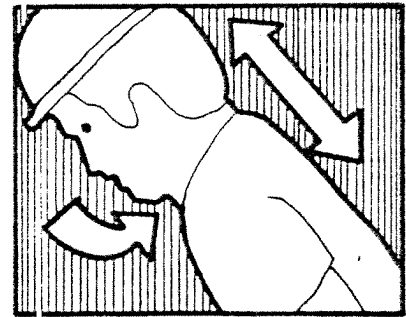
Show work group procedure (illustrated below) and have employees practice safe lifting sequence.



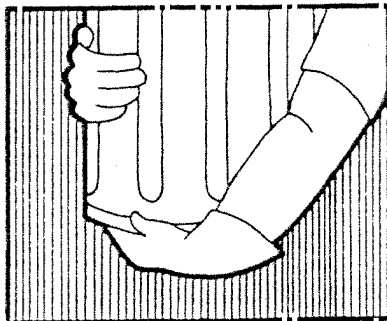
1. Feet apart, one behind the other.



2. Back straight, nearly vertical.



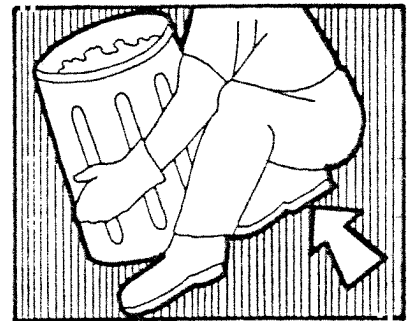
3. Tuck in chin.



4. Use entire palm for good grip.



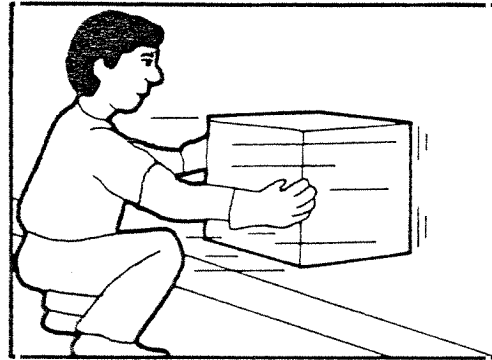
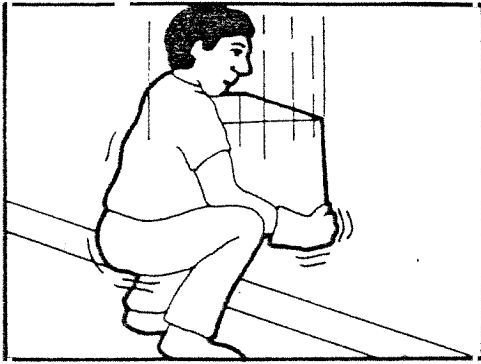
5. Tuck in arms and elbows.



6. Start lift with push from rear foot

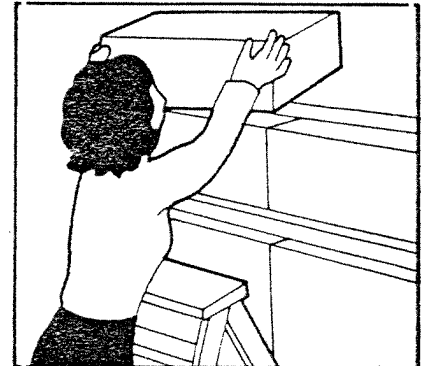
Unloading - To unload, face the spot you have chosen and lower the load slowly.

1. Bend your knees and let your legs, not your back, do the work.
2. Keep your fingers away from the bottom and place the load on the edge of the surface, then slide it back.



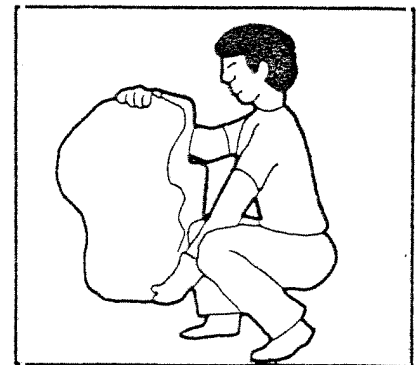
Lifting or lowering from a high place.

1. Stand on a sturdy ladder or platform. Never stand on the top rung.
2. Lift the load in smaller pieces if possible.
3. Push up on the load to see how heavy and stable it is.
4. Slide the load as close to yourself as possible before lifting.
5. Grip firmly and slide it down.
6. Get help, if needed, instead of taking risks by yourself.



Awkward objects.

1. Bend your knees with feet spread.
2. Grip the top outside and bottom inside corners.
3. Use your legs to lift, keeping your back straight.



Warm up before you lift - bend and stretch gently to get ready.

THINK before you lift. Building a good lifting habit or breaking a bad one starts in your head.

TURN, DON'T TWIST.

SAFETY TIPPING

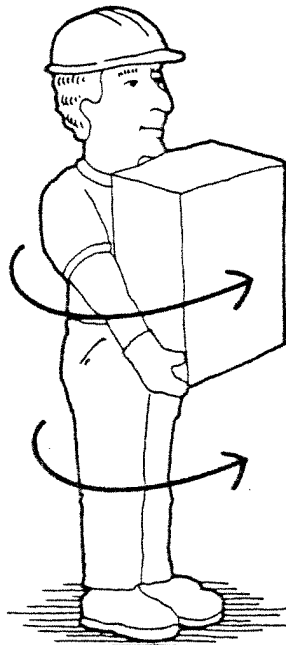
AVOID TWISTING MOTIONS

TO: SUPERVISORS

Give a brief (1-2 minute) safety tip to your employees on how to prevent back injuries. One of the most common causes of back injuries is twisting during a lift. By simply turning the forward foot and pointing it in the direction of the eventual movement, you avoid the greatest danger of injury from twisting.

When you're carrying a load and have to turn, don't twist the upper part of your body. Instead, make your entire body move around the corner or obstacle.

Remember to **TURN, DON'T TWIST!**



THE TWIST IS OUT
When you're carrying a load and have to turn, don't twist the upper part of your body. Make your entire body move around the corner or obstacle. Twisting is the most common cause of back injuries, and the easiest to avoid.